



Susana Martinez  
Governor

STATE OF NEW MEXICO  
INDIAN AFFAIRS DEPARTMENT

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Kelly K. Zunie  
Cabinet Secretary  
Suzette A. Shije  
Deputy Cabinet Secretary

June 29, 2017

**RE: Funds Available for Tobacco Cessation & Prevention Programs through IAD**

Dear Tribal Department or Tribal-Serving Organization:

The State of New Mexico Indian Affairs Department ("Department") was appropriated \$249,300 to support tobacco cessation and prevention programs in New Mexico Native American communities. As a Pueblo, Tribe or Nation in New Mexico or Native-serving non-profit organization, you may submit a proposal for tobacco prevention and cessation funding to work toward the following goals:

- To promote cessation and prevention of commercial tobacco abuse in Native communities with special emphasis on Native youth; and
- To promote cultural awareness of the Native traditional and ceremonial use of tobacco as a means to strengthen cultural identity and resistance to commercial tobacco.

Should your Tribe, Nation, Pueblo or Native-serving organization wish to be considered for funding under the Tobacco Cessation and Prevention Program, the Department invites you to send a proposal including proposed budget per the instructions in the enclosed Notice of Funding Availability. Proposals must be received in our office no later than 5:00 p.m. local time on July 31, 2017.

Please send three (3) copies of your proposal to:

New Mexico Indian Affairs Department  
Attn: Deputy Cabinet Secretary Suzette Shije  
1220 S. St. Francis Drive, 2<sup>nd</sup> Floor  
Santa Fe, New Mexico 87505

Please submit your questions in writing to Deputy Cabinet Secretary Suzette Shije at [suzette.shije@state.nm.us](mailto:suzette.shije@state.nm.us) AND Allie Moore at [amoore@keresnm.com](mailto:amoore@keresnm.com). We look forward to reviewing your proposal.

Sincerely,

Kelly K. Zunie  
Cabinet Secretary

Encl: FY18 TCPP Notice of Funding Availability

## NOTICE OF FUNDING AVAILABILITY

**Funding Agency:** State of New Mexico Indian Affairs Department  
**Opportunity Title:** Tobacco Cessation & Prevention Program  
**Total Funding Available:** \$249,300  
**Proposal Open Date:** June 29, 2017  
**Proposal Close Date:** July 31, 2017 at 5:00 PM local time  
**Period of Performance:** Date of fully executed contract to June 30, 2018  
**Contact Person:** Questions regarding specific program requirements on this notice should be directed to Deputy Cabinet Secretary Suzette Shije AND Allie Moore in writing at [suzette.shije@state.nm.us](mailto:suzette.shije@state.nm.us) and [amoore@kernesnm.com](mailto:amoore@kernesnm.com).

### A. BACKGROUND

The State of New Mexico Indian Affairs Department (Department) is focused on building tribal capacity to implement culturally appropriate tobacco cessation and prevention initiatives that recognize the unique ceremonial uses of tobacco while reducing the use of commercial tobacco and its harmful effects.

In 2006, the Department received an appropriation from the Tobacco Settlement Revenue Oversight Committee. The Tobacco Settlement Revenue Oversight Committee continues to fund the Department to direct tobacco prevention and cessation campaigns in Native American communities.

The Department has a total of \$249,300 available for tribal-specific tobacco cessation and prevention initiatives in Fiscal Year 2018 (July 1, 2017 to June 30, 2018). The Tribes, Nations and Pueblos located in New Mexico – and tribal-serving organizations – may respond to this notice with a proposal.

The \$249,300 is the maximum funding available for this program. New Mexico Pueblos, Tribes, Nations and tribal-serving organizations may submit a grant proposal up to \$30,000. **The Department will not make grant awards in excess of \$30,000.** Proposals should articulate a program plan and establish a budget that appropriately aligns with that plan.

The Department has earmarked \$40,000 of the available funds for emerging tobacco cessation and prevention programs supporting tribal communities. Emerging programs are defined as commercial tobacco cessation and prevention programs that have been established for less than 12 months or will be developed if funding is made available to the program. The Department may elect to participate in in-person interviews with emerging programs before awarding funds.

For both established and emerging tobacco cessation and prevention programs, the Department will utilize a competitive grant process. Applicants deemed most responsive to the criteria below will be awarded funding:

- 1) Best demonstrate a thorough understanding of the population to be served and their need for commercial tobacco prevention and cessation services;
- 2) Demonstrate an organized plan to implement a commercial tobacco prevention and/or cessation program that utilizes the Centers for Disease Control and Prevention Best Practices for Comprehensive Tobacco Control Programs *and* best meets the needs of the tribal community served;
- 3) Demonstrate a reasonable budget with sufficient justification of costs;
- 4) Demonstrate a favorable record of performance implementing commercial tobacco control programs and/or behavioral health programs; and
- 5) Provide a shared interest in the proposed program through supplemental financial support and/or in-kind contributions.

While the Department anticipates making multiple awards, this is a competitive grant process. All respondents may not receive a funding award.

**Notice of Funding Availability Schedule**

*NM Indian Affairs Department will make every effort to adhere to the following schedule:*

<b>Action</b>	<b>Date</b>
Issue Notice of Funding Availability	June 29, 2017
Deadline for receipt of questions	10:00 a.m. on July 19, 2017
Department response to questions	Within 48 hours of question submission
<b>Deadline for proposal submissions</b>	5:00 PM local time on July 31, 2017
Proposal review	August 2 – August 4, 2017
Department may contact proposers for clarification of response	July 31 – August 3, 2017
Notice of Award	August 9, 2017
Awardee Scope of Work and Budget Submittal	August 18, 2017
Initiate contract process	Upon receipt of Scope of Work and Budget

**B. SCOPE OF WORK**

Develop, plan, and implement a culturally sensitive tobacco cessation and/or prevention program that aligns with the Centers for Disease Control and Prevention Best Practices for Comprehensive Tobacco Control Programs *and* best meets the needs of the tribal community.

Recognizing that each tribal community has individual needs, commercial tobacco prevention and cessation programs may be developed to uniquely address tobacco use and prevention, so long as they address the following goals:

- To promote cessation and prevention of commercial tobacco abuse in Native communities with a special emphasis on Native youth; and
- To promote cultural awareness of the Native traditional and ceremonial use of tobacco as a means to strengthen cultural identity and resistance to commercial tobacco.

**The Department will exercise a funding ceiling of \$30,000 per program award.** Proposers may develop a program and budget at any funding level, provided it does not exceed \$30,000.

Centers for Disease Control and Prevention Best Practices are available at the following URL: [http://www.cdc.gov/tobacco/stateandcommunity/best\\_practices/](http://www.cdc.gov/tobacco/stateandcommunity/best_practices/)

### **C. DELIVERABLES**

Upon award, grantees will be required to fulfill the following deliverables:

- Attend and participate in the IAD Tobacco Cessation and Prevention Program Kick-Off Meeting. For budget purchases, please estimate a six-hour training in Albuquerque, New Mexico.
- Attend and participate in the annual Tobacco Settlement Revenue Oversight Committee presentation. For budget purchases, please estimate a four-hour meeting in Santa Fe, New Mexico.
- Participate in one site visit and monthly progress calls with a program monitor from the Department. For budget purchases, please estimate one two-hour site visit at your program office.
- Submit quarterly reports detailing the progress and outcomes of the program.
- Submit Requests for Payment immediately following the incurrence of expenditures, but at least quarterly in compliance with the Department Form.
- Plan and participate in one activity to ensure the local community is aware of your program and the work you will accomplish (examples include a community newsletter, a community forum, trashcan mailers, or general meeting presentation)
- Attend and participate in the IAD Tobacco Cessation and Prevention Program Close-Out Meeting. For budget purposes, please estimate one five-hour meeting in Santa Fe, New Mexico.
- Completion of proposed performance measures as outlined in your program plan.

**D. PROPOSAL INSTRUCTIONS**

Please develop your proposal by completing Attachment A and the Budget Template. Respondents shall fill-in Attachment A and submit it as their proposal response. Please also include a cover letter signed by Pueblo, Tribe, Nation or tribal-serving organization leadership with your application.

- Number of Copies** Proposer shall deliver three (3) hard copies of their proposal.
- Delivery Location** Proposals must be received via mail or in-person on or before July 31, 2017 at 5:00 PM local time to:  
Deputy Cabinet Secretary Suzette Shije  
New Mexico Indian Affairs Department  
1220 S. St. Francis Drive, 2nd Floor  
Santa Fe, New Mexico 87505

**E. EVALUATION CRITERIA**

The following is a summary of evaluation factors with point value assigned to each. These weighted factors will be used in the evaluation of all proposals.

The Department will assign points based on each evaluation factor and make awards to the highest-ranking respondents until the available funding is exhausted.

Maximum Points	Proposal Submittal
<u>5</u> <b>General Quality of the Proposal</b>	<ul style="list-style-type: none"><li>• Does the proposal follow the format of Attachment A?</li><li>• Is the proposal clear and thoughtfully presented?</li></ul>
<u>5</u> <b>Shared Interest</b>	<ul style="list-style-type: none"><li>• For applicants in the established category, does the proposal describe supplemental financial support or in-kind contributions to the proposed commercial tobacco cessation and prevention program?</li><li>• For applicants in the emerging category, does the proposal identify a staff member or team representing the Pueblo, Tribe, Nation or tribal-serving organization that will be dedicated to implementing the program?</li></ul>
<u>5</u> <b>Leadership Endorsement</b>	<ul style="list-style-type: none"><li>• If the respondent is representing a Tribe, Nation, or Pueblo, is the proposal cover letter signed by a Tribal Leader?</li><li>• If the respondent is a tribal-serving organization, is the proposal cover letter signed by an officer of the organization?</li></ul>
<u>10</u> <b>Understanding of Program Audience and Program Need</b>	<ul style="list-style-type: none"><li>• Does the proposal clearly demonstrate the need for commercial tobacco control in the community served?</li><li>• Does the proposal contain information about current commercial tobacco use rates in the community?</li></ul>
<u>30</u> <b>Program Plan</b>	<ul style="list-style-type: none"><li>• Does the proposal define CDC Best Practices in Comprehensive Tobacco Control and present an approach that integrates Best Practices?</li><li>• Does the proposal present goals that align with the Department's goals and include a plan to accomplish the goals?</li></ul>
<u>15</u> <b>Costs</b>	<ul style="list-style-type: none"><li>• Does the proposal follow the Price Template?</li><li>• Does the proposal show evidence of reasonable pricing supported by justification of itemized costs.</li></ul>

	<ul style="list-style-type: none"> <li>• Are expenses appropriate and necessary for the scope of the proposed project?</li> <li>• Will the funds primarily benefit Pueblo, Tribe or Nation community members?</li> <li>• Are there any ineligible expenses presented?</li> </ul>
<b>20</b> <b>Performance Measures &amp; Milestone Schedule</b>	<ul style="list-style-type: none"> <li>• Was the performance measure table completed?</li> <li>• Do performance measures align with program goals and approach?</li> <li>• Do performance measures incorporate Centers for Disease Control and Prevention Best Practices?</li> <li>• Does the performance measure table identify dates for completing project milestones?</li> </ul>
<b>10</b> <b>Past Performance</b>	<ul style="list-style-type: none"> <li>• If a previous grantee of the Department, did the respondent fulfill performance measures and expected outcomes?</li> <li>• If not a previous grantee of the Department, did the respondent provide information of other relevant program performance?</li> <li>• Did the past performance narrative address reversion of funds?</li> <li>• Did the past performance narrative address completion of performance measures?</li> </ul>